

**United States Embassy**

**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**Position Vacancy: TSA Administrative Assistant**

**OPEN TO:** All Interested Candidates  
**POSITION:** **TSA Administrative Assistant (position number A96012)**  
**FSN- 6, FP-8 (Trainee Level)**  
**FSN-7, FP-7 (Full Performance Level)**  
**OPENING DATE:** July 26, 2004  
**CLOSING DATE:** August 9, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: FP-8 US\$26,930 p.a. (Trainee salary)  
(Position Grade: FP-8 is confirmed by Washington)  
\*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (Trainee salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration. For non-Japanese, non-EFM applicant, please submit a copy of proof of residence status allowing employment without employer sponsorship.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Smith at 03-3224-5640.
- Advertised salary may vary depending on the qualifications of the successful candidate.

The U.S. Embassy in Tokyo is seeking individual for the position of Administrative Assistant in Transportation Security Administration (TSA) section.

**BASIC FUNCTION OF POSITION**

The incumbent provides administrative support to include interpreter and translation support in written and verbal form to the TSA representative.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: College degree or host country equivalency is required.
2. Prior Work Experience: Administrative work for more than two years or equivalent work in the United States Government is required.

3. Language Proficiency: Level IV Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.

4. Knowledge: Knowledge of the duties, priorities and policies of TSA to perform non-routine tasks or in anticipation of the TSA Representative's needs is required.

5. Skills and Abilities: Typing skills of at least 40 wpm and word processing skills are required. Ability to review and perform final proofreading of correspondence to assure accuracy, correctness of grammar, punctuation, spelling, and proper format is required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

### **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed

at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 9, 2004**  
**An Equal Opportunity Employer**